

INTRODUCTION

Your Outfitter/Guide permit incorporates this operating plan as part of your permit. This plan is designed as a working tool to be used by both the agency and the holder. The following Mandatory Provisions become a part of your operation plan when signed by yourself and the Authorized Officer.

This plan is a general overview of your operation, guide to client ratio, and what kind of experience you are providing. A contingency plan will be attached to this operating plan if changes are required due to adverse weather conditions or unexpected occurrences. The contingency plan will show in detail where and how the holder will operate, if alternate routes, alternate campsites, or other changes are needed. The holder will provide a 7.5 minute USGS topographic map clearly marking access routes and specific locations of all campsites. These attachments become a part of your operating plan.

Ex. Smokey Bear Outfitters provides big game hunting trips. The fall hunting trips are for the archery/muzzleloader and rifle big game hunting seasons. The route/locations of all trips are: in the Special Use permit file. Camps may be located as shown on the file map. The client to guide ratio does not exceed: 1:2

GENERAL INFORMATION

PERMIT TYPE: TEMPORARY

COMPANY INFORMATION

1. Individual
2. Tax Id #

OWNER(S)

SMOKEY THE BEAR

Phone: Business 719-000-0000

Cell Phone: 719-000-0000

Emergency Contact(s)

Name: POOH BEAR

Phone:

Cell Phone:

Name:

Phone:

AREAS OF OPERATION:

Ex. Permit holder intends to operate on the San Luis Valley BLM Lands identified on permit map.

<u>COMPARTMENT</u>	<u>ACTIVITY</u>	<u>CAMP TYPE</u>	<u>SERVICE DAYS</u>
Upper San Luis/Kerber	Guided Horseback	N/A	

Maps: see attached folders(s)

Annual Itinerary: Form on file with San Luis Resource Area

Actual Use: Form on file with San Luis Resource Area

HISTORY OF OPERATION

BACKGROUND:

- A. Year company was established:
- B. Within the past two years, have you or any of your company representatives or employees been convicted of a Federal, State, or Local violation regarding outfitting/guiding operations or associated activities?
- C. Has an Outfitter Registration been denied or revoked?
- D. Has a BLM or USFS permit been denied, suspended, or revoked?
- E. Are there, or has there been, any charges or outstanding court actions related to your permitted activities or business?
- F. Has this organization operated under:
 1. A different name:
 2. A different owner:
 3. Changed status from a profit to nonprofit or vice-versa:

Mission, Goals, Objectives:

Mission:

Goals:

Business Objectives:

EQUAL SERVICE OPPORTUNITY:

This permit holder is an equal opportunity service provider. The receipt of a BLM Special Recreation Permit is considered to be a receipt of federal financial assistance under federal regulation. This permit holder, as a recipient of federal financial assistance, must meet the requirements of all laws, regulations, and the agency policies regarding nondiscrimination in the provision of services to the public. The following program has been implemented to meet these requirements:

Public Notification:

All advertisements, websites, job applications, brochures, signs, and other materials that address service and programs offered will contain the following statements:

Smokey Bear Outfitters is an equal opportunity service provider.

Smokey Bear Outfitters is a BLM permit holder.

Advertisements or materials produced for public distribution that contain photos or drawings will, to the best of the outfitter's ability, demonstrate diversity of race, gender, age and ability. Signs setting forth this policy of nondiscrimination, when furnished by the BLM, will be displayed at the following locations:

- Exterior entrance to public buildings.
- Reception area of business office.
- Other locations as directed by BLM, such as Campsite, Reception Area, (Cabin or Trailhead), etc.

Employee policies:

Ex. Smokey Bear Outfitters will follow all State and Federal regulations to inform all employees or applicants of our policy to hire any person regardless of ethnicity, gender, age, or ability. This will occur on our applications, office postings, and in our brochures. The business currently promotes a diverse staff.

Complaint Procedures:

- Participants will be made aware of complaint procedures by signage, verbally and brochures.
- Grievances will be handled by the owner/s, by report, on a case by case evaluation.
- After the client has been addressed, the case will follow a verbal/written resolution.
- Termination will always be at the owners and employee's discretion.
- All complaints will be logged and evaluated quarterly for quantity and content.
- Basis for complaints or comments will be up to the participant or employee and will be accepted by owner(s) at any time.

Self Evaluation:

We evaluate all trips, employees, and management (including owners) on a quarterly basis to find trends and areas for improvement to insure a quality service to the public.

ADMINISTRATION

1. Application and Itinerary

Application and Annual Itinerary - An application is required for first time permittees or at the conclusion of a 1-year permit. The permit holder will file an itinerary with the Field Office Manager for each trip or season. Additional service days requested will

require submitting a special use application and obtain approval for the additional service days.

These forms should be submitted by the following dates:

Summer Outfitting/Guiding	April 15
Big Game Hunting	Determined Annually – 2 weeks after CDOW license draw date (Saguache)
Winter Recreation Activity	August 11
Lion Hunting	August 11

Processing of late applications is subject to available administrative time and capacity.

Itineraries for use will indicate the number of clients, livestock, period of use, routes and campsite(s). The Field Office Manager may disapprove campsites or routes when necessary to prevent or correct over use, or to minimize conflicts with other users. The Field Office Manager may allocate alternate routes or campsites. The attached approved copies of these itineraries are made a part of this operating plan and permit. Any changes or additions must be **APPROVED** in advance. When the annual itinerary is submitted, the holder will include all requested fee calculation information; estimate adjusted gross income and documentation of such estimates as required by the Field Office Manager.

The amount of use and/or capacity in service days cannot exceed what is permitted. Additional use may be requested in advance and approved by the Field Office Manager making an amendment to the operating plan.

- The permit holder shall annually use and pay for the assigned use except as follows:
- a. The Field Office Manager may withhold authorization for the holder to use all or part of an assigned amount for reasons of resource protection, public health and safety, or because of permit violations.
 - b. When requested by a permit holder, the Field Office Manager may waive the Holder's obligation to exercise all or part of the priority use amount when such request is made at least sixty (60) days in advance of the scheduled use. The Field Office Manager may reassign the waived use to other holders or users.

Requests for proposed changes in trip itinerary will be made to the Field Office Manager at least ten (10) days in advance of the trip. The Field Office Manager must approve changes in writing.

2. Actual Use

A trip log will be furnished to the holder. The log will be posted prior to each trip with all applicable information requested and will be reasonably accessible for examination by the agency Special Uses Coordinator. Reasonably accessible is defined as having the trip log at one of the following locations: (1) on person, (2) at the campsite, (3) at the

trailhead, or (4) at the permittee's headquarters provided that the headquarters are within 5 miles of the trailhead. The Trip log will be returned to the permit issuing office no later than 30 days following the last trip authorized by the permit.

The Actual Use Report will include:

- a. Total revenues collected.
- b. Names, address, and phone numbers of clientele and use days, amount collected from client, dates and location used all typed or legibly written.
- c. Livestock numbers per trip.
- d. Name, address, phone numbers of non-clients that accompany on a trip or are provided a trip by the outfitter/guide. For example – donated trips, family, friends, government agency personnel, etc.

Late submission of this report is subject to a negative performance evaluation.

3. Campsites

All camp facilities must be located at least 100 feet from trails and live water. Live water means water that is moving. Camps will be located so that there is minimum conflict with normal trail traffic and stream or lake access. To the extent feasible, camps shall be screened from view of other recreational users. Reserved sites (base and drop camps) must be at least ¼ mile from any lake containing fish or included in a special order.

When requested, the Field Office Manager will provide a sign for each site reserved by the permit holder. The sign will be one of the official BLM signs printed for this purpose.

Base camps and their associated facilities (tents, toilets, corrals, etc.) may be installed seven (7) days prior to the start of Big Game Hunting Season and will be dismantled and removed at the end of the season.

4. Camp Location

The Field Office Manager will approve campsite locations in advance. The holder will provide the BLM with a detailed map showing camp locations, configuration, and access routes to camp(s) and other approved activities. This map will be attached to and made a part of this Operating Plan.

The holder may be required to delineate camp locations on a photomap that shows the area of operation.

The holder will notify the Field Office Manager if his camp location will not be used as indicated on his itinerary or if it may differ from that designated on the map. The Field Office Manager must approve any camp or route location changes.

5. Performance Evaluation

The Field Office Manager or his designated representative shall annually evaluate the holder's performance, using the Performance Evaluation Forms attached to and made a part of this Operating Plan.

6. Use of Campgrounds

Unless specifically authorized in advance and in writing by the Field Office Manager, this permit does not authorize use of BLM developed campgrounds by the permit holder. Rock Climbing and other outfitters utilizing Penitente Canyon Special Recreation Management Area (BLM) are authorized the use of Penitente Canyon Campground in support of their operations, however, all campsites are occupied on a first-come, first-served basis and cannot be reserved in advance.

7. Leasing

Outfitters may not lend, lease, or sell permit privileges.

8. Permit Coverage

This permit assigns Service Days of Use, camp locations, destinations, and routes for primary activities. A reserved camp is 100 ft. by 100 ft. in size.

RESOURCE PROTECTION

“...outfitters can help with resource stewardship by monitoring conditions, sponsoring educational clinics, reporting illegal activity, restoring campsites, assisting with search and rescue efforts, etc.”

In addition to the above statement, as the Permit holder, you will ensure that all staff have a working knowledge of low-impact techniques as well as educate clients to those principles and practice them at all times on federal public lands. Adoption of the “Leave NO Trace” and the “Tread Lightly” ethics will be implemented by the permit holder and will be considered part of this plan.

The following are resource protection highlights:

1. Cultural Resources

Cultural resources, which include prehistoric and historic sites, located on federal public lands are protected by specific federal laws and regulations. Artifacts associated with prehistoric cultures (including but not limited to: projectile points, stone tools, flakes, and pottery) and historic cultures (including but not limited to: bottles, bottle fragments, cans, ceramics, furniture, and metal implements) shall not be collected or moved from their original locations by anyone except authorized individuals.

2. Trailheads and Trail Use

Trailheads – The permit holder will conduct operations at the trailheads (parking of vehicles/trailers and packing of equipment onto livestock), which does not interfere or obstruct the use of the trailhead by the general public.

Trail Use – Should the permit holder use trails on the BLM prior to trails being serviced by maintenance crews, the permit holder will be responsible for clearing blow down, avalanche debris, etc. from the trail to facilitate open use of the trail. Detouring around such obstructions is prohibited. The permit holder is responsible for notifying agency officials of unsafe or damaged trails conditions so that they may be corrected.

3. Sanitation:

Smokey Bear Outfitters will adhere to the following stipulation:

- a. All water for clients will be provided from a purified source.
- b. When you wash yourself or dishes, use small amounts of biodegradable soap, then scatter strained water 200 feet away from streams or lakes. All strained material will be packed out.
- c. Pit type toilets or latrines (with or without tent covering) are mandatory at all sites and must be located at least 100 feet from water. Live water is defined as water that is moving. Toilet pits will be intermittently covered with a layer of lime and a layer of loose soil. Maintain cleanliness around latrines. **Toilet pits will be filled with earth when human waste reaches a point one foot below ground level.** A new location will then be selected. All pits will be currently treated with lime, and will be covered with earth when use is terminated. Grey water will not be deposited in live water. Near natural conditions should prevail when camp is broken.
- d. Feminine Products: All feminine hygiene products must be packed out, burying products in cat holes is unacceptable.
- e. When permanent or portable facilities are not available, staff and clients will deposit human waste in cat holes dug 6-8 inches deep and at least 200 feet from water, camp or trail. Cover, disguise and naturalize cat hole when finished.
- f. **Smokey Bear Outfitters** will inspect campsite for trash and evidence of their stay. Pack out all trash: including micro-trash, food debris, and evidence of smoking.
- g. Kitchen area – choose a clean and reasonably flat spot for food preparation and cooking. Locate stoves or fireplace where they can be fire resistant. Do not place cooking stoves inside sleeping tents. Provide wash areas with hot water, soap and towels.

4. Refuse Disposal

The holder shall dispose of refuse resulting from this use, including waste materials, garbage and rubbish of all kinds, in the following manner:

- a. No burning of garbage is permitted.
- b. Garbage, tin cans, bottles, metal, foil and all other unburnable material will be packed out of the National Forest.
- c. Burnable waste materials and rubbish of all kinds will be completely burned.

5. Bears

Smokey Bear Outfitters and clients will familiarize themselves with “Living with Wildlife in Bear Country” a Colorado Division of Wildlife publication.

Client and staff will adhere to:

1. Keep camp clean
2. Store food and toiletries safely.
3. Sleep away from food areas.

6. Campsite Management

Campsites and surrounding areas will not be used to the point they would incur long term (beyond that season of operation) damage to the vegetation or soil loss. When a camp is dismantled, the only visual impact remaining is to be that of ordinary wear on the vegetation. Camp areas shall be policed daily and no trash or litter will be allowed to accumulate uncontained. Cook tents, hitching racks and corrals must be located at least 100 feet from live water. Live water means water that is moving. Camps will be located out of site of trails (unless location is approved in advance) and will avoid conflict with normal trail traffic. An axe, shovel and a bucket must be available at each campsite for fire control. **Additional axes, shovels and buckets will be available when large groups are served.** Forest fires should be controlled, if possible, and reported immediately. The holder will be responsible for keeping all guests informed of the current fire danger and required precautions.

Only dead or down timber may be utilized in the operation of this permit. Green trees and branches will not be cut unless permission to do so has been issued in advance by the Field Office Manager. Poles cut from dead timber and used for temporary improvements may be left provided said structures are dismantled and the poles neatly stored out of sight. No other facilities will be left on the Forest.

Nailing into green trees or wrapping wire around green trees is not permitted.

Any ground cover that is removed for toilet facilities will be replaced when the camp facilities are removed from the area.

All fireplaces will have protective barriers between the fire and the soil. This can be done several ways including using exposed soil from another site, fire pan, or an old forest service fire shelter. No burning fire will be left unattended. No fire ashes will be scattered prior to the fire being totally extinguished. Once completely out scatter campfire ashes.

7. Transportation Livestock Use

Livestock shall not be allowed to run at large when grazing use is not permitted. Unusable livestock such as cripples, colts and unbroken stock will not be permitted. Excessive numbers of livestock over that needed to provide for the number of guests will not be allowed. Upon the death of any livestock covered herein, the holder shall move

carcasses at least 100 feet from lakeshores, stream sides or springs and out of site of all roads, trails and recreation areas within the public lands. Unless grazing is permitted, the holder will provide livestock with only certified weed free hay in the form of cubed hay, palletized hay, steamed grain or "Colorado certified weed free hay."

Grazing will not be permitted:

1. Before June 16th each year, unless specifically approved in writing.
2. At trailheads, unloading areas, or other areas not specifically indicated as a designated camp
3. Any authorization to graze livestock is temporary and will not establish a priority for future use of the range.

The holder shall comply with grazing instructions as issued by the BLM and shall require his employees to do likewise. Illegal grazing of livestock used in conjunction with this permit will be grounds for termination, revocation or suspension and will be considered in the performance evaluation.

The BLM will determine the grazing capacity. In no case will application for grazing use be approved which results in overuse of the grazing resource. Grazing by authorized livestock will be based on proper use. Proper use is defined as grazing no more than 50% of the current year's growth within the permitted locations.

The number of livestock and period of use specified in permits can be adjusted if necessary for resource protection.

Numbers of livestock in excess of that needed to reasonably provide for the number of guests will not be allowed. The Field Office Manager will establish upper limits.

Tying livestock to live trees for an extended period of time is not allowed. Temporary corrals, hitching racks or hobbling of livestock will be used.

Pack stock must be led and controlled while using trails. The purpose is to protect trails, people, and livestock.

8. Temporary Structures

Temporary structures may be constructed at reserved and unreserved campsites provided that they are dismantled and neatly stored out of sight when each period of camp use is terminated. Temporary structures may include tent frames, hitching racks, corrals or other pole structures made of wooden materials.

When the campsite is dismantled, the area should be left in a natural state. The only evidence of use should be the normal wear on vegetation. Wooden tent frames and corral poles will be piled neatly out of sight when allowed. Toilets will be dismantled and the pits limed and covered.

Permanent caches are not permitted

9. Campsites within Wilderness Study Areas (WSA)

Requirements regarding campsites outside of WSA's also apply to campsites within WSA's with the following additions:

- a. The use of light plant generators, power saws, or other types of motorized equipment and mechanical transportation (i.e. bicycle, game carts on wheels) are specifically prohibited.
- b. Electric fences that use charged batteries or are solar powered are permitted. When electric fences are used flag the hot wires and post adequate notification (electric fence) to protect clients or general public from walking into the fence. Move location of fences in order to properly manage the range use.
- c. The use of nails, screws, tacks and /or bolts in live trees is prohibited within wilderness. Rope, wire, and all other fastening devices including nails etc. in dead trees or poles must be removed from the wilderness site at the conclusion of the use activity.
- d. Transportation of people or supplies to and from camps by aircraft or air dropping supplies is prohibited, except that aircraft may be used in case of accidents, sickness or death, upon approval by the Center Manager.

10. Fire preparedness

All campsites must be provided with a serviceable axe and shovel, each of which will not be less than 30 inches in overall length, and a bucket of not less than two (2) gallon capacity. Have a sufficient supply of fire equipment on hand for the number of clients served.

SERVICE TO THE PUBLIC

1. Safety

The holder will follow good safety procedures on the trail and in camp. The holder will provide as safe an environment for the customer, guest and employees as is reasonably possible under the permitted use conditions. It is the responsibility of the outfitter, if an accident occurs, to care for and transport the victim as required to a location where the victim can receive professional medical help.

All outfitting equipment, including livestock shall be adequate to provide for the comfort, needs and safety of the guests. Use of equipment or livestock, which, in the judgment of the Field Office Manager, falls below acceptable public safety standards, is sufficient grounds for disapproving future applications.

The holder will brief all clients about safety, including fire prevention, the type of environment and activities authorized in the Special Recreation Permit, and basic horsemanship prior to the start of the trip.

In addition, the holder will furnish the BLM a Safety Plan, which will address the following items:

- a. List of accident prevention techniques; how safety objectives be will accomplished, what actions are planned to insure client's safety.
- b. Explain methods for handling accidents; anticipate rescue methods – plan on self-sufficient rescue, reporting procedures –County Sheriff, BLM, etc., what other actions will be taken in case of an accident.
- c. Evacuation; list evacuation methods and procedures.
- d. Communications; expand on types of communication systems that maybe used to increase the safety of the permitted operation.

2. Human Death

In case of human death, the County Sheriff in the county in which the death occurred will be notified immediately. The BLM will be notified immediately after the Sheriff.

The Field Office Manager will be notified immediately of any accident involving serious human injury or property damage in excess of \$250.00 or with potential liability to the agency(s) in connection with the operation of this permit.

3. Search and Rescue

Requests for search and rescue including helicopter rescue will be directed to the County Sheriff. The holder will immediately notify the Field Office Manager that this request has been made. When use of a helicopter for wilderness rescue is necessary the Forest Service must be notified.

4. First Aid

A standard first aid kit will be available in each camp and a pocket size kit will be carried along with each traveling party. The guide(s) on each trip will have the capability or resource for providing first aid care to an ill or injured person.

The holder, all instructors, guides and staff members who will have contact with clients in a field setting (ex. camp cook that is not a guide, etc.) will have current First Aid and CPR training with copies of certification cards or documentation in the permit file.

5. Client Information

The holder will advise and educate their clients on BLM Special Orders, proper campsite practices per their operating plan, and acceptable wilderness etiquette when applicable.

6. Employee Training

The holder will ensure employees have the experience or training to provide the advertised services safely. Training may include knowledge of fire, safety, emergency procedures, and State/Federal laws and regulations.

Name of employees, their position and /or responsibilities and 1st Aid qualifications are:

<u>Name</u>	<u>Position</u>	<u>1st Aid/CPR Card</u>

Equipment/Transportation:

State	Year	Make	Model	Color	License#

Safety: All Hazard Mitigation plans will include evacuation, communications and proper agency alignment. A discussion of safety in general, as well as specific hazards and how they will be avoided or dealt with will be provided to all clients. Below is the Hazard Identification checklist and part of our action plan.

 X Environment/Weather
 X Stock Use
 X Fire Arms
 X Lost Clients
 X Fire

 X Terrain
 X Vehicle Use
 X Food/Water
 X Avalanche
 X Client Assessment

Environmental/Weather>

- Monitor weather and all roads for changes and closures.
- Confirm participant's protective clothing and eyewear and provide if needed.
- Have evacuation plan due to climate changes.

Lost Clients>

- Prevention of lost clients is the biggest tool; make clients aware of surroundings.
- Guides do continual head counts and maintain accountability and responsibility for clients.
- If a client becomes lost, have all clients wait with vehicles and one guide; other guides do a logical sweep of area until client is found.
- If client cannot be found, work with local emergency services by use of cell phone, GPS, radios, and continue search until client is found.

Fire>

- Monitor all fire levels/closures and prescribed burns that affect your tours.
- Be "eyes and ears" for any fire issues or abnormalities and report.
- Maintain appropriate evacuation plan.
- Always have fire extinguishers in all vehicles.

Vehicle Use>

- Maintain vehicles for extensive use and abuse in the most environmentally responsible way.
- Keep all safety features upgraded.
- Display all required identification.
- Emergency action plan for wreck, stranding or personal injury.*

Avalanche>

- Monitor all snow pack in area and follow all State and Federal guidelines.
- Be "eyes and ears" for terrain or condition changes.

Client Assessment>

- To the best of outfitters ability, determine any special requirements (ex. physical, medical, or mental) that may affect a client's experience or safety.

FEE DETERMINATION

Fee determination will be based on: **Service days**

Type of permit(s): **1 Year**

Advertising Brochure; See attachment folder

Staff Qualifications

All staff who maintain contact with clients in a field setting shall obtain and maintain 1st aid and CPR training certificates.

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In addition to the above statement, as the Permit holder, you will ensure that all staff have a working knowledge of low-impact techniques as well as educate clients to those principles and practice them at all times on National Forest lands. Adoption of the “Leave NO Trace” and the “Tread Lightly” ideology will be implemented by the permit holder and will be considered part of this plan.

The following are resource protection highlights:

Fires:

Make all customers aware of all fire rules and penalties for careless actions.

Guide and Client Awareness:

To: All outfitted visitors to the San Luis Resource Area

From: Field Office Manager, SLRA

Congratulations on selecting a professional outfitter to provide assistance in your Bureau of Land Management adventure! He or she is a knowledgeable and skilled public service partner of the BLM, operating under a Special Recreation Permit.

I trust you will assist us by taking some common sense care of yourself and the BLM lands during your stay. Keep safety in mind and observe the tips provided by your outfitter and guide. Leave nothing behind as you travel through public lands, not even micro-trash such as a gum wrapper. Follow sanitary procedures such as burying human waste in a shallow hole, preferably 200 feet from water. If you smoke or need to make a campfire be extremely careful and ensure that it is totally extinguished before leaving. Leave everything you discover and all natural features for others to also discover as you found them. Public Lands are a place where visitors are expected to challenge themselves in order to perform the basic tasks of living. You should understand that as you move farther from “Main Street” into more remote country, you are accepting some additional risk just as your forefathers did. Your outfitter and guide are skilled in providing safe travel and instruction, but emergency services are not always immediately available.

I hope you have one of the treasured experiences of a lifetime. That is the desire of your outfitter and those working to manage the BLM.

Sincerely,
Field Office Manager, San Luis Resource Area

INTERPRETIVE AND EDUCATIONAL APPROACHES

Cultural Resources:

As a permit holder it is your responsibility to adhere to principles of natural and cultural resource protection and education. The client will learn that collecting of prehistoric or historical items from federal public lands is illegal, and that by leaving relics of the past undisturbed ensures future enjoyment of the resource for all. **Smokey Bear Outfitters**, will act as “eyes and ears” for BLM to help protect this precious heritage.

ATTACHED FOLDER

Maps, Insurance Certifications, Brochure, Photos

BLM permits have National, State, Local and Special Stipulations attached to them and are required to be validated annually prior to an Annual Operating Authorization being issued.